

DIOCESE OF ALLENTOWN

St. Joseph Center for Special Learning, Schuylkill Haven

Position Description

Job Title: Adult Program Executive Director

Job Status: Full-time, year-round

Reporting Functions: Reports to Principal/CEO Bob Giba

Job Function:

The Adult Program Executive Director provides strategic leadership, operational oversight, and regulatory compliance management for the Adult Program serving adults with intellectual and developmental disabilities. This role ensures full compliance with the Pennsylvania Department of Human Services (DHS), the Office of Developmental Programs (ODP), Medicaid waiver requirements, and diocesan standards. The Executive Director oversees program licensing, quality assurance, state billing compliance, staff training, audits, and risk management while advancing the Center's mission to provide high-quality, person-centered services.

Duties and Responsibilities:

Executive Leadership and Program Oversight

- Provide vision, leadership, and strategic direction for the Adult Program.
- Ensure services align with the mission and values of St. Joseph Center for Special Learning.
- Oversee daily program operations including staffing, hiring, and program performance.
- Monitor program effectiveness and use data to guide continuous improvement.
- Identify opportunities for innovation, service expansion, and program sustainability.
- Represent the Adult Program at community, diocesan, and stakeholder events.

Regulatory Oversight and Licensing

- Ensure compliance with all applicable federal, state, and local regulations including PA DHS, ODP, HCBS standards, and Medicaid requirements.
- Maintain all program licenses and certifications under PA 55 Code 2380 and 6100.
- Monitor regulatory updates and implement revised policies and procedures as needed.
- Lead preparation for state inspections, audits, and monitoring visits.
- Serve as primary liaison with DHS and ODP representatives.
- Maintain compliance documentation and required reports.
- Conduct internal audits of participant files, staff records, and billing documentation.
- Develop and implement corrective action plans when necessary.
- Ensure strict adherence to HIPAA, FERPA, and confidentiality requirements.
- Maintain staff compliance records including clearances, certifications, and required trainings.

Billing and Documentation Compliance

- Oversee Medicaid waiver billing to ensure accuracy, timeliness, and compliance.
- Audit participant service documentation to ensure adherence to ODP standards.

Staff Development and Compliance Support

- Develop and implement annual compliance and staff training plans.
 - Provide staff training related to participant rights, regulatory standards, documentation practices, and billing requirements.
 - Ensure required staff certifications, background checks, and ODP training compliance.
 - Provide compliance and quality reporting to leadership and the Board as required.
-
- Uphold the mission and values of St. Joseph Center for Special Learning.

Additional Conditions of Employment:

- Maintain confidentiality and uphold professional standards in accordance with school policies and diocesan guidelines.
- Participate in community and fundraising events as needed.
- Flexibility required for audits, inspections, and special events.

Educational Qualifications:

- Master's degree from an accredited college or university and two or more years of experience in administration or human services; OR
- Bachelor's degree and four or more years of experience in administration or human services.

Other Qualifications:

- Quality Management Certification from ODP or willingness to obtain as a condition of employment.
- Experience working within Pennsylvania DHS and ODP regulatory frameworks.
- Knowledge of Medicaid waiver billing and documentation standards.
- Strong understanding of HIPAA, FERPA, and confidentiality requirements.
- Strong leadership, organizational, and strategic planning skills.
- Commitment to the mission and values of St. Joseph Center for Special Learning.
- Must pass all required background checks and training requirements before employment.

Physical Demands:

- Frequent movement throughout the program environment.
- Ability to attend meetings, conduct program observations, and participate in community events as required.
- Must possess the physical and emotional stamina required to lead a program serving adults with varying needs.

Supervisor: Bob Giba

Email: rgiba@stjosephctr.com